

TIME REPORTING CODES (TRC)

TRC	Short Description	Long Description
PER	Personal	Personal Time Earned or Available (Must have available balance)
SIC	Sick	Sick Time (Must have available balance)
VAC	Vacation	Vacation Time (Must have available balance)
COM	Comp Time	Comp Time Earned (Must have available balance)
HLN	Holiday Pay Normal	Holiday taken on observed holiday
HLP	Holiday Extra Day Paid	Work on holiday or holiday falls on day off
HWC	Holiday Comp Time Earned	Comp Time Earned for an observed holiday
BLD	Blood Donation	Approved Blood Donation Leave
BRL	Bereavement Leave	Approved Leave for the Death of a Family Member
CDP	Charge Duty Diff @OT	Premium Differential Pay for Charge Duties
CDC	Charge Duty Diff Str	Straight Differential Pay for Charge Duties
JDP	Jury Duty PD	Approved Leave for Jury Duty
PBT	Paid Break Time	Combining Paid Break with Unpaid Meal
PLC	Professional Development	Approved Professional Development Leave
SIF	Sick in Family	Sick Time for Family Illness

Please contact the Employee Service Center (1-855-447-7778) with any questions on the use of these codes.